



<https://www.fdcapital.co.uk/job/fractional-accountant-contract-for-services-property-investment-company-holborn/>

Fractional Accountant (Contract for Services) – Property Investment Company, Holborn

Description

Location: Holborn, Central London (3 days on site, remainder remote)

Fee: £5,000–£6,000 per month fixed fee, plus VAT

Engagement: 12-month contract for services, renewable

Practice requirement: Own limited company or sole-trader practice

Role

FD Capital is working with a well-established UK property investment company in Holborn to appoint a qualified accountant on a 12-month contract for services. This is a fractional engagement for a practising accountant who runs their own firm and wants a substantial anchor client in Central London.

The company holds a small portfolio of London investment property and operates internationally, with multi-currency banking, intercompany balances and directors and staff seconded from overseas. It is moving away from its current external accountant and wants one qualified practitioner to take over the entire accounting and compliance function. That covers the monthly books, payroll and pension, all tax filings and the statutory year-end.

You'll work with the Finance & Services Manager, who acts as contract manager and agrees deliverables and deadlines with you. You decide how and when the work gets done. There are no fixed weekly hours. You'll be on site three days a week, with days agreed around month-end, audit and filing deadlines, and work remotely the rest of the time. A right of substitution applies.

This engagement suits an experienced sole practitioner or small-practice principal who enjoys owning a client's finances end to end.

Responsibilities

- Take over the accounting function from the outgoing external accountant, including Sage 50 data, working papers and payroll and pension records, and document the company's accounting procedures.
- Maintain the accounting records in Sage 50, including the purchase and sales ledgers and invoice processing against approvals.
- Prepare monthly bank reconciliations across GBP, EUR and USD accounts and balance sheet control account reconciliations, including intercompany.
- Raise quarterly rent invoices, service charge, utility and insurance recharges and monthly tenant statements, and manage tenant credit control.
- Produce monthly management accounts with variance analysis and commentary.
- Prepare the annual budget and short- and long-term cash flow forecasts, and monitor cash and treasury.
- Prepare FRS 102 statutory accounts, including the Directors' report, and the

Hiring organization

FD Capital

Employment Type

Part-time

Beginning of employment

1st November 2027

Duration of employment

Perm

Industry

Property

Job Location

London, South East, United Kingdom

Working Hours

9-5

Base Salary

£ 5,000 - £ 6,000

Date posted

October 16, 2026

Valid through

31.10.2026

audit file. Act as day-to-day contact for the statutory auditors.

- Under the Company Secretary's direction, handle the confirmation statement, dividend administration and Companies House filings.
- Prepare and file quarterly VAT returns under MTD, including the partial exemption annual adjustment and Capital Goods Scheme where applicable.
- Prepare and file the CT600 with computations and iXBRL-tagged accounts, and calculate instalments, claims and elections.
- Prepare and file SA100 personal tax returns for directors, seconded employees and staff who are required to file, including Statutory Residence Test checks and payments on account.
- Run the monthly UK payroll and RTI submissions, payroll year-end and P11Ds, and maintain pension and life assurance scheme records.
- Work within the company's authority matrix: prepare items for approval, never approve your own work, and keep a full audit trail.

Qualifications

- Qualified ACCA, ACA (ICAEW/ICAS) or CIMA member in good standing, with CPD up to date. Fellowship is an advantage.
- Practising through your own limited company or sole-trader practice, with AML supervision (for example an ACCA practising certificate), professional indemnity insurance and HMRC agent registration. Umbrella and PAYE arrangements are not suitable.
- At least three years' post-qualification experience running UK SME accounts end to end as the main or sole accountant.
- Hands-on Sage 50 Accounts and Sage payroll experience.
- Proven experience with FRS 102 statutory accounts, audit files, MTD VAT, corporation tax computations, SA100 returns and monthly payroll with RTI.
- Advanced Excel. Interviews include a short Sage 50 and Excel exercise.
- Desirable: investment property accounting, multi-currency and intercompany reporting, partial exemption VAT, and personal tax for internationally mobile individuals. A CIPP or ATT qualification is also an advantage.

Job Benefits

- £5,000–£6,000 per month fixed fee (£60,000–£72,000 a year), plus VAT, invoiced monthly in arrears.
- A 12-month contract, renewable by agreement, giving your practice a stable anchor client.
- Full autonomy over how and when you deliver, with no fixed weekly hours and a right of substitution.
- A Central London base in Holborn, close to Holborn and Chancery Lane stations, with remote working outside office days.
- Broad, varied work across accounts, tax, payroll and company secretarial for an internationally connected business.
- Direct access to senior management, with a clear contract manager and well-defined deliverables.